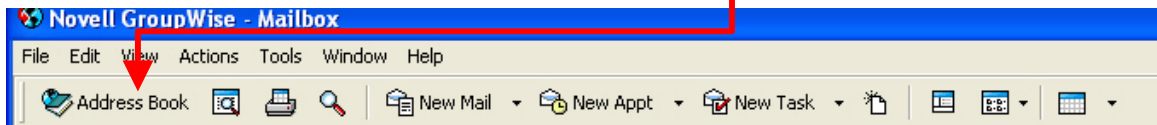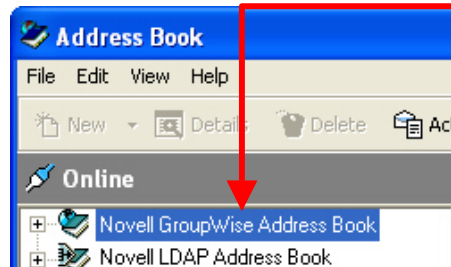# How to Filter for all HEALTH Employees in GroupWise

1. Open your address book (click on the Address Book option on the GroupWise toolbar)
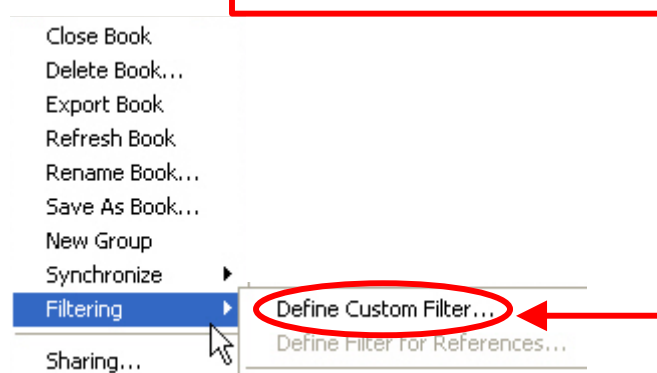

Create Filter
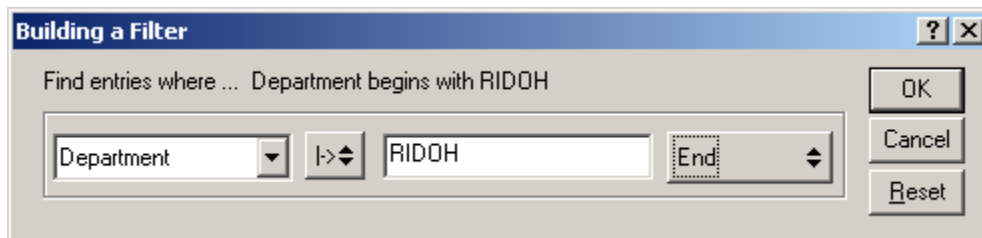
 a. From the address book, highlight the Novell GroupWise Address Book

 b. Right click and select Filtering -> Define Custom Filter


 c. A new dialog box will open.

 d. To Build the Filter

  i. Click on the down arrow next in the first box. This will open a drop down box. Scroll down until you find "Department". Click on it to populate the box.

  ii. Click on the next button and select"|> Begins With".

  iii. In the next box type "RIDOH".

  iv. Leave the last box as End.

 v. Click the "OK" button to activate the filter.

How to send an e-mail to all HEALTH Employees in GroupWise

IMPORTANT: Your address book must first be filtered to only show HEALTH employees (see the instructions for "How to Filter for all HEALTH Employees in GroupWise")
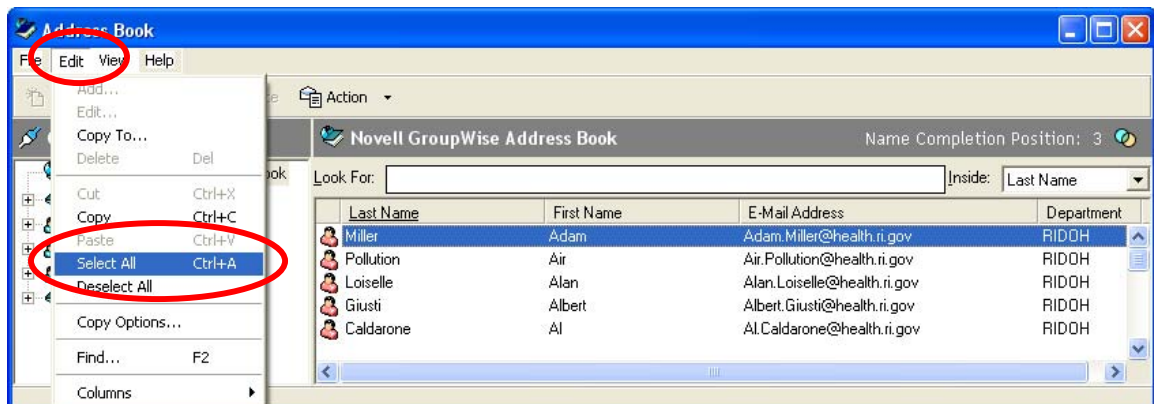
1. Open your address book by clicking on the Address Book option on the main GroupWise toolbar
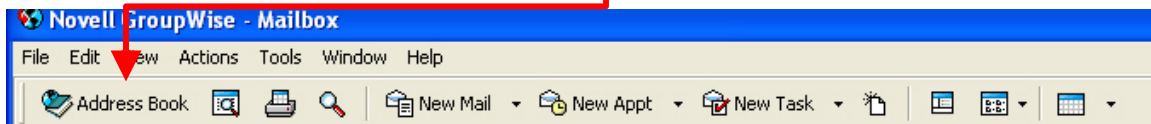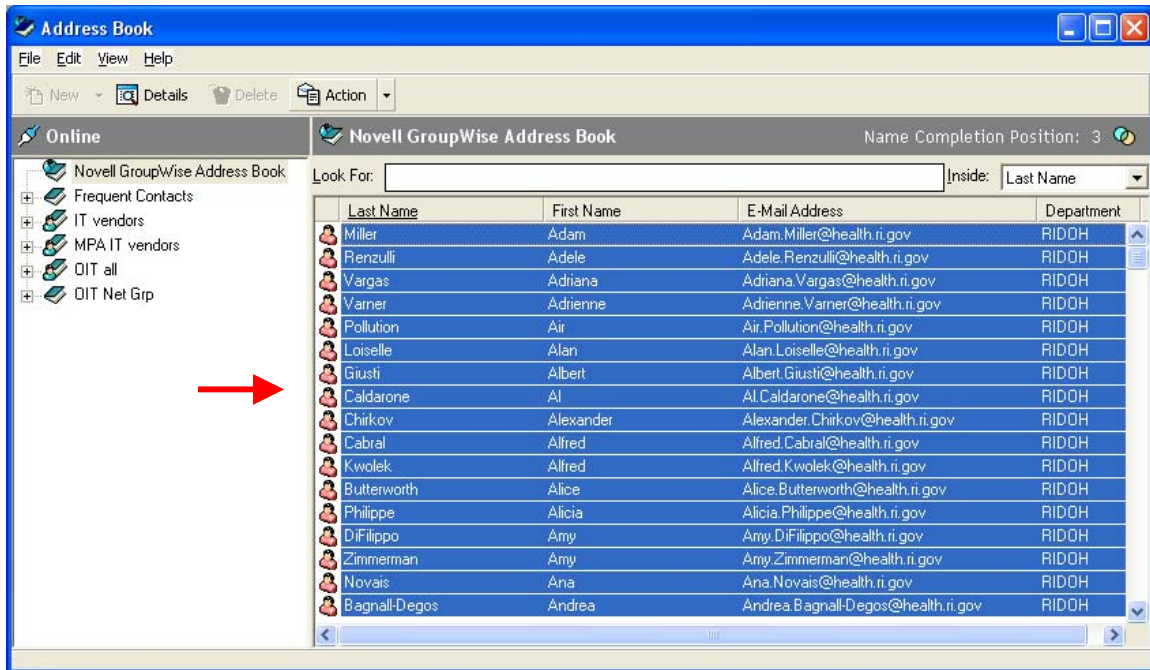
2. From the address book, highlight the Novell GroupWise Address Book
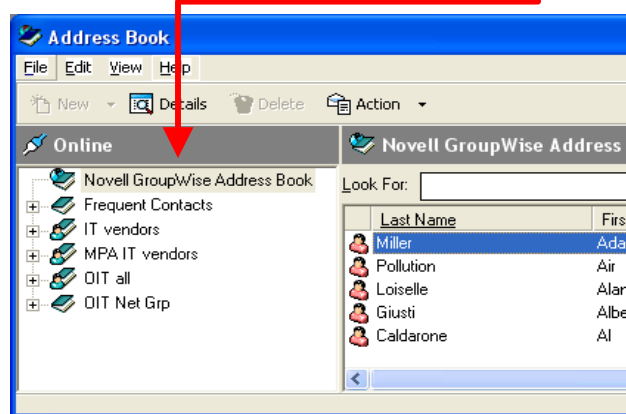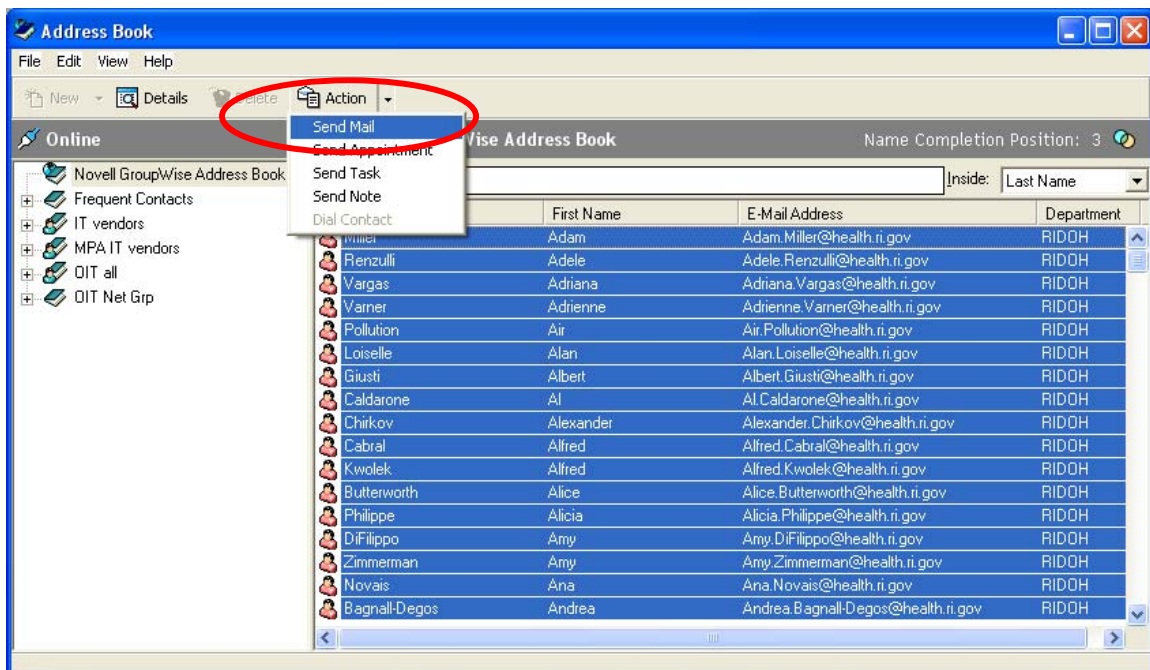
3. From the main menu at the top of your screen, choose "Edit" and then choose "Select All"

4. It will take a little time for all of the e-mail addresses to become highlighted. Once that is done, it will look similar to this:

5. To send the email, choose "Action" and "Send Mail"

6. Your e-mail should look similar to this one and you can complete your e-mail as usual